



studio cycling + fitness

Studio Assistant Job Description

CADENCE Studio Cycling + Fitness is a locally-owned fitness studio in Lexington, KY offering top-tier instruction in indoor cycling, group training, and lifestyle modification. We're looking for a rockstar team to help us kick off our studio's opening in April 2018! Our Studio Assistants are on the front-lines representing our studio, responsible for executing facility operations and working with the team to develop and build community. We offer great employee perks such as free studio classe, discounted retail merchandise, and best of all -- the ability to positively influence individuals' well-being.

Essential Duties and Responsibilities:

- Greet and provide a high-level of customer service to all patrons
- Handle all front desk related activities including class check-in, answering phones, and communicating necessary information to patrons
- Operate point-of-sale system for sale of classes, training packages, and retail
- Facilitate needed updates to patron accounts
- Respond to questions and concerns in a timely and professional manner and elevate to Studio Manager as needed
- Assist in maintaining the neatness and cleanliness of the facility between classes
- Promote the studio when needed at off-site events or via social media

Qualifications/Requirements:

- Embody the CADENCE culture by exuding positivity and promoting a healthy, active lifestyle
- Basic computer proficiency
- Ability to multi-task and thrive in a fast-paced environment
- Punctuality and reliability is imperative
- Flexible schedule to include occasional morning, evening, and weekend shifts
- Interact in a positive and professional way with patrons and co-workers
- Strong listener with the ability to empathize and problem solve
- Attend regular team training and development sessions
- High School diploma
- Adult CPR/AED Certification

Physical Demands:

- Continual standing and walking during shift
- Occasional bending and lifting (up to 50lbs)